

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-04

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Other

☐

Amendment Number:

Contract Number

EP-C-08-010

Contract Period 12/16/2008 To 11/30/2012

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

Program Database Support for E

Contractor

SCIENTIFIC CONSULTING GROUP, INC, THE

Specify Section and paragraph of Contract SOW

2.1,2.2,2.3

Purpose:

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Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 12/19/2011 To 11/30/2012

Comments:

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

12/16/2008 To 11/30/2012

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Abby Waits

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(Signature)

(Date)

Project Officer Name Verla Sutton-Busby

Branch/Mail Code:

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FAX Number:

(Signature)

(Date)

Other Agency Official Name

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FAX Number:

(Signature)

(Date)

Contracting Official Name Renita Tyus

Branch/Mail Code: CPAD

Phone Number: 513-487-2094

FAX Number: 513-487-2109

(Signature)

(Date)

STATEMENT OF WORK

EPA Contract Number: EP-C-08-010

Contractor: Scientific Consulting Group, Inc. (SCG)

EPA Work Assignment Number: 3-04

TITLE: Program Database Support for the U.S. EPA Environmental Technology Verification (ETV) Program

PERIOD OF PERFORMANCE: Date of Issuance through November 30, 2012

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BACKGROUND

The U.S. Environmental Protection Agency's (EPA's) Environmental Technology Verification (ETV) Program develops test protocols and verifies the performance of innovative technologies that have the potential to improve protection of human health and the environment. The goal of ETV is to provide credible performance data for commercial-ready environmental technologies to speed their implementation for the benefit of purchasers, permittees, vendors, financiers, and the public. ETV, through its verification organizations, evaluates the performance of commercial-ready environmental technologies by providing objective, government quality-assured testing data and reports. Since its inception, ETV has developed over 90 testing protocols and verified more than 440 technologies. Tracking and reporting of program activities, products and accomplishments; outreach and dissemination of verification information to end-use

audiences; and documentation, assessment and communication of program performance and human health and environmental impacts are all critical to the on-going function and success of the program.

PURPOSE

The purpose of this Performance Work Statement (PWS) is to define the steps that will be needed to provide support to the ETV Program to house, maintain and update (as necessary) an Internet-based database for collecting and synthesizing ETV tracking and reporting data.

TASK DESCRIPTIONS

The contractor shall furnish all personnel, material, equipment, and services necessary to perform the work outlined in the following tasks and subtasks.

TASK 1: Prepare Work Plan

The contractor shall prepare a work plan and cost estimate in accordance with the terms and conditions of the contract. The contractor's work plan should contain a break-out clearly specifying estimates (LOE, ODCs, etc.) associated with performing each of the individual Tasks 1 through 3 (and subtasks) as outlined in this PWS.

TASK 2: Conference Calls

The contractor shall participate in a conference call with the EPA WA COR within two (2) weeks of work assignment issuance. The contractor shall also participate in periodic calls (approximately biweekly) with the EPA WA COR or EPA technical lead(s) to discuss progress and relevant technical issues related to the work assignment tasks.

TASK 3: Development and Maintenance of Internet-Based ETV Database

The ETV Program has an existing Internet-based database for input, collection, and reporting of information on program activities, milestones, products, funding, operations, and other activities. This database was developed by the contractor under a previous contract and is currently housed on the contractor's server. Under this work assignment, the contractor shall be responsible for on-going maintenance and trouble-shooting for the existing database modules and reporting functions, including housing of the database on the contractor's server and ensuring that the database, modules, and all reporting functions are accessible at all times by the EPA WA COR or EPA technical lead(s). The contractor shall also update, refine, and/or further develop the database input modules and report generating functions to reflect current program operations and the most current, user-friendly database software applications, as necessary.

SUBTASK 3.1: Database Maintenance and Support

The contractor shall make necessary changes, updates, etc. in response to comments forwarded by the EPA WA COR. The contractor shall address comments or revisions identified by the EPA WA COR (and other reviewers) as a result of the use of the database, modules, and reporting functions.

The contractor shall ensure that the database, modules, and all reporting functions be developed and located on a server to be accessible at all times by the EPA WA COR or the EPA technical lead(s). Administration and maintenance of the database must be transferable to the EPA WA COR, if necessary. The contractor shall ensure that the Internet database remains secure and protected from corruption or data access by non-EPA WA COR-approved users.

The contractor shall provide on-going maintenance and support of the ETV Database and subsequent modules. This includes ensuring that the database and modules (which are housed on the contractor's server) are functional and accessible. The contractor shall hold regular conference calls with the EPA WA COR or EPA technical lead(s) to discuss any problems that arise. The contractor shall respond to comments/problems identified by the EPA WA COR and database users (i.e., provided through the database Support module function) and make necessary changes to correct for problems. The contractor shall perform routine maintenance and trouble-shooting functions for the database, modules, and reporting functions. On an as needed basis, the contractor shall establish additional user access levels and/or supply user IDs and passwords to individual users based on access levels determined by the EPA WA COR.

Maintenance and support of the ETV Database will be on-going through a period of performance to November 30, 2012.

SUBTASK 3.2: Database Module Development and Updates

As needed (see NOTE below), the contractor shall design new data input modules or fields for the ETV Database as identified and prioritized by the EPA WA COR. The EPA WA COR will provide guidance on data input needs and critical fields, which the contractor shall use in designing the new modules.

Once a design template has been developed and input received from the EPA WA COR, the contractor shall develop the new database modules and make the updated versions accessible to the EPA WA COR for review, testing, and comments. During module design and development, the contractor shall identify and link, respectively, key data fields in the modules so that the modules achieve/maintain functionality and consistency within the overall ETV Database. The contractor shall incorporate comments and suggested changes from the EPA WA COR and other reviewers for these modules. The contractor shall upload final EPA-approved modules to the Intranet-based database and provide support (i.e., troubleshooting, answering questions, etc.) to facilitate on-going use and data input to all modules by database users.

NOTE: Given the decreased level of activity under the ETV Program, EPA does not anticipate that many new modules or fields will be developed under this work assignment. As necessary, completion of additional data input modules will be on-going through a period of performance to November 30, 2012.

The contractor shall edit/update existing database modules to reflect changes in program structure or activities (e.g., addition of new centers, projects, etc.; archival of non-active centers/projects; addition of new data input fields; etc.). The EPA WA COR will provide input on changes to the database format or data input needs, which the contractor shall use to design and incorporate the changes. The contractor shall make the draft versions of the modified modules accessible to the EPA WA COR for review, testing, and comments; incorporate comments/changes from the EPA WA COR and other reviewers; and put the changes into production in the database following EPA WA COR approval.

The contractor shall ensure, as necessary, that the database employs the most current and user-friendly software versions or applications available for development of new database modules or refinements to existing modules. The contractor shall make recommendations for employment of or conversion to new software versions/applications, as necessary and appropriate. As approved by the EPA WA COR based on these recommendations, the contractor shall complete implementation of conversions to new software versions/applications.

Completion of edits or updates to existing database modules will be on-going through a period of performance to November 30, 2012.

SUBTASK 3.3: Reporting Functions Development and Updates

As needed (see NOTE below), the contractor shall generate new or edit/update existing data reporting and search functions for the modules and the database as a whole, as identified and prioritized by the EPA WA COR. The contractor shall make reporting/search functions accessible to the EPA WA COR, EPA technical lead(s), and other reviewers for review, testing, and comments. The contractor shall incorporate comments and suggested changes from the EPA WA COR, EPA technical lead(s), and other reviewers for these modules.

NOTE: Given the decreased level of activity under the ETV Program, EPA does not anticipate that many new modules or fields will be developed under this work assignment. As necessary, generation of new or updated data reporting and search functions will be on-going through a period of performance to November 30, 2012.

DELIVERABLES AND PROJECT SCHEDULE

All deliverables shall be submitted to the EPA WA COR according to the following schedule.

TASK 1: Prepare Work Plan	
Work plan due	In accordance with the contract clauses

TASK 2: Conference Calls	
Kick-off conference call	2 week from work assignment issuance
Periodic conference calls	On-going
TASK 3: Development and Maintenance of Internet Database for Tracking and Reporting Data	
Subtask 3.1: Database Maintenance and Support	On-going through 11/30/12
Subtask 3.2: Database Module Development and Updates	On-going through 11/30/12
Subtask 3.3: Reporting Functions Development and Updates	On-going through 11/30/12

DELIVERABLE ACCEPTANCE CRITERIA

The following deliverable acceptance criteria will be used to assess deliverables submitted under Tasks 1 through 3 of this PWS.

TASK 1: The contractor's work plan and cost estimate should be in accordance with the terms and conditions of the contract, and should contain a break-out clearly specifying estimates (LOE, ODCs, etc.) associated with performing each of the individual Tasks 1 through 3 (and subtasks) as outlined in this PWS.

TASK 3: Updated, refined, and/or newly developed database input modules and report generating functions shall reflect current program operations and the most current, user-friendly database software applications, as available. On-going maintenance and troubleshooting for the existing database modules and reporting functions should be responsive, timely and complete. New or updated modules should be properly tested by the contractor for functionality before submission to the EPA WA COR or upload to the live database. The database should be housed on the contractor's server and the database, modules, and reporting functions should be working and accessible at all times by the EPA WA COR. Administration and maintenance of the database must be transferable to the EPA WA COR, if necessary. The database should be secure and protected from corruption or data access by non-EPA WA COR-approved users.

MANAGEMENT CONTROLS

Technical direction for this work assignment is provided by the work assignment SOW, by the work plan developed to implement this work assignment by the contractor (after it has been accepted and approved by the EPA WA COR) and by the contractor's designated management representatives. Periodic meetings between the EPA, contractor and work assignment managers are encouraged to discuss any questions that may arise during the performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA PO and WA COR.

In all meetings, conferences, symposia, etc. participated in as a part of satisfying the terms of this contract, contractor personnel shall be clearly identified through the use of name badges that indicate their corporate affiliation. Contractor personnel shall clearly identify themselves as contractors when contacting center personnel or other organizations during the performance of this effort.

The contractor shall ensure that the work done under this project does not contain any real or apparent personal or organizational conflicts of interest.

The contractor shall maintain the confidentiality of any confidential business information collected as part of this effort.

The contractor shall comply with Government Printing Office guidelines during the performance of this effort.

The contractor shall comply with Paperwork Reduction Act guidelines during the performance of this effort.

The contractor shall inform the EPA WA COR verbally or in writing within two businesses day if any significant problems arise, as well as any corrective actions and potential impacts on project deliverables, costs, etc.

SPECIAL REQUIREMENTS

The contractor's monthly Progress Reports should contain a break-out detailing cumulative costs (ODCs, etc.) and LOE expended for each Task 1 through 3 (and subtasks) as outlined in this PWS.